

JAN 4 1955

MEMORANDUM FOR: All Administrative Officers

SUBJECT: 1955 March of Dimes Campaign

1. The 1955 March of Dimes campaign in this Agency will open on 14 January and will end on 28 January 1955. This campaign will be announced by an Agency Notice to be released soon.

2. Inasmuch as contributions are not to be solicited from individuals, it is requested that each Administrative Officer distribute within his component the special "test tubes," envelopes, posters, and leaflets which accompany this memorandum. These are for general publicity and collection purposes and are not supplied for all employees.

3. The Services Branch of this Division has been designated to serve as Agency coordinator for this campaign. Consequently, the "test tubes" and envelopes containing all contributions should be sent to that Branch upon completion of the campaign. Requests for additional information should be directed to [REDACTED]

4. Your generous support of previous fund-raising campaigns is greatly appreciated. With your help, I am sure the 1955 March of Dimes will surpass last year's drive.

[REDACTED]
Chief, Employee Services Division